

**SERVE IDAHO
SITE VISIT TESTING GRID
Member timesheets**

Member	A	B	C	D	E	F	G

Test Legend:

- A** = Timesheets are signed by member on or after the last day hours are recorded
- B** = Timesheets signed by supervisor on or after member signature (date)
- C** = Timesheets signed by program director on or after the member and site supervisor
- D** = Timesheet has the appropriate approvals marked in My Service Log
- E** = Timesheet tracks 20% training and 10% fundraising and stays within %
- F** = Member on target to attain their intended number of service hours
- G** = Timesheet's are current is current

Tickmark Legend:

- ___ Met testing criteria
- ___ Timesheet not signed by member or signed before last day hours are recorded
- ___ Timesheet not signed by supervisor or signed before last day hours are recorded
- ___ Timesheet not signed by PD or signed before last day hours are recorded
- ___ Timesheet signed by supervisor or program director in incorrect order
- ___ Timesheet does not have the appropriate approvals marked in My Service Log
- ___ Member has exceeded the training and/or fundraising percentage
- ___ Member is not on target to attain their intended number of service hours
- ___ Timesheet is missing or incomplete

Sampling Plan:

The universe for this sample is all member timesheets for the _____ AmeriCorps program.

There are _____ members serving with this program who complete time sheets every two weeks.
We are including all timesheets from the period _____.

Serve Idaho determines that a sample size of _____ members for _____ months will sufficiently determine if internal controls are adequately working.

We reviewed the member roster and selected every _____ member for testing.